



Coordinated by *Named Contracted Provider*
1212 Street Name Lane
Indianapolis, IN 462XX
(XXX) XXX-XXXX
icanhelpkids@indianaheartgallery.org

Thank you for volunteering your time and talent to help Indiana's kids!

Through your lens parents may see the first picture of their future family!

Through your lens people can see a youngster and not a statistic.

Through your lens a child could be invited to join a family.

We appreciate your interest and invite you to participate in the Indiana Heart Gallery. Your efforts will pay off in big heart dividends!

Please review the materials enclosed and take time to read the Photographer's Statement of Agreement and sign/return to Hederick Partnerships. This document represents the intentions of the Indiana Department of Child Services, Hederick Partnerships, and you, to make this volunteer commitment a safe and beneficial effort on behalf of children. Please mail a hard copy of the agreement to the Hederick Partnership address indicated above so we may have it on file before we schedule a photo shoot between yourself and a foster youth.

Please know that your commitment is valued. It is not our intention to make your voluntary effort into a job; therefore, we have included the Technical Assistance document and the Helpful Hints documents. However, you will not be able keep any rights or use of the photos you take for the Indiana Department of Child Services. We will however credit the portrait to you and will list your name and/or name of your company on other event signage as appropriate.

We look forward to working with you!

Sincerely,

Heart Gallery Coordinator

Indiana Heart Gallery

Photographer's Participation Form

1. Photographer's Information (Please print clearly)

Name: _____

Photo credit to be printed on your image: (Your name OR business is acceptable, please limit to 35 characters, no ".coms", please.)

Address: _____

City: _____

Cell Phone: (____) _____ Secondary Phone: (____) _____

Email (Please print clearly): _____

Photography Website: _____

2. Photo Shoot Location / Special Needs

☐ At my studio

Studio Address, if different from above: _____

City: _____ State: IN Zip: _____

AND / OR

☐ I'm willing to travel to location. I'll be traveling from: _____

(We match children to photographers based on proximity)

☐ I'm comfortable photographing special needs children. (Medical and/or emotional)

Please submit Participation & Photo Release forms to:

Indiana Heart Gallery

Photographer's Statement of Agreement

I, _____, the undersigned, as a photographer for Indiana Heart Gallery hereby agree to the following statements:

1. I understand that I am providing a charitable service to Indiana Heart Gallery for the purpose of photographing children who are in need of adoptive families. I understand I will not be financially compensated for this service.
2. I understand that I agree to be in compliance with all Indiana regulation concerning these children.
3. I, under penalty of perjury, certify that **I am not a convicted felon**, nor under suspicion of committing a felony, in the State of Indiana or in any other state or principality.
4. **I understand that I cannot use the photographers or any representation of these photographs for any other purpose, including advertising, portfolios, web sites or displays.**
5. I understand that I must keep confidential any information that I might learn of these children, including such information as current residence, date of birth, last name, school, or any other identifying information.
6. I understand that Indiana Heart Gallery and /or any representative or contractor of Indiana Department of Child Services may use the photographers I have taken, without further permission from me, for any use deemed appropriate by the aforementioned entities. I understand that, where possible and feasible, I will be given credit for the photographs I have taken.
7. I understand that I cannot hold Indiana Heart Gallery, or any representative or contractor of Indiana Department of Child Services liable for any accident or injury to me or to my property that might occur while photographing.
8. I understand that my agreement to photograph above-mentioned children is also an agreement to take photographs that, to the best of my ability, highlight the children themselves, fully understanding that the purpose of these photographs is to enable "heart connections" to be made with prospective adoptive families. I agree that if a choice must be made between highlighting my artistic skills, and highlighting a child's personality, I will choose to highlight the child's personality.

9. I understand that given the nature of this endeavor, I am given no guarantee that my photograph(s) will be displayed. I understand that there are reasons beyond my control for which a photograph might not be displayed, to include adoption before release of the photographs, or a change in the child's status.

I understand that this agreement shall be forever binding.

X _____ Date: ____/____/____

Helpful Hints

For Case Managers & Photographers

Here are some helpful hints for working with the children and the Heart Gallery program.

Clothing

Case managers are responsible for communicating with the foster families and residential coordinators that the children should be dressed in solid-color outfits with no flashy, loud logos. Anything from jeans to tuxedo are permissible, as long as the clothes fit, are clean, free of holes or stains and are appropriate attire. Please communicate that the children are to be clean, well-groomed, hair washed and styled as they prefer and looking their very best for this important photograph! We want the children to feel comfortable so dressing up is not required. Photographers may make recommendations for clothing styles or color, but children or families will not be required to purchase clothing for this photo shoot. Please keep in mind this is about the child's personality, they should have input.

Siblings

All siblings who are to be adopted together should have the photos taken individually and as a complete group. It is very important that sibling groups be photographed at the same time, so extra transportation and planning may be necessary to have all the children together for the photo shoot. If any of the siblings do not arrive for the shoot, it will need to be rescheduled.

Locations

We recommend parks, ponds, lakes, and other kid-friendly public places or photo studios. Please try to stay away from plain backgrounds or traditional school picture looks. We want this photo to have life and fun, so don't be afraid to use props or take action and candid shots that show the youth's personality. Remember, this is the first look for a parent at their future child!

We will make our best attempt to match photographers and children by proximity. Sometimes, the photographer has a studio and wishes to shoot there. If shooting on location, the photographer has their equipment, weather, scenery and lighting in mind for the best place to photograph the child. We hope that Case Managers need to be as accommodating as possible to arrange the location and time of the shoot as these professional photographers are donating their time and talent to help recruit families for the children. Together as a team we can make this project a well-oiled machine! We request the same courtesy from the photographers to ensure the shoots occur as efficiently as possible.

Once the photo shoot is planned, please ensure all parties are informed of the time and location. We recommend the photographers and case managers double-check with each other on the time, location and specifics of meeting place and/or parking instructions.

We encourage all case managers and photographers to call the assigned Heart Gallery Coordinator with any questions, concerns, feedback, suggestions and ideas for the upcoming year.

The Heart Gallery is a special opportunity to find families for the children and we greatly appreciate your time and effort toward the project.

Thank you!

Technical Guidelines

For Digital and Conventional photographs

Portraits are to be taken digitally and in color. All files need to be shot in **RAW** format. Do not crop any image, but send the **full frame RAW file**. Please send by email **four** of your favorite photos to the Heart Gallery Coordinator with whom you have been working. The Coordinator will select the photos to be used in the gallery and communicate this information back to the photographer. Once selections have been made, please retouch and submit the full frame RAW files by email back to your Heart Gallery Coordinator.

Please submit **fully retouched** images **ready to print**. Avoid heavy Photoshop techniques, busy overlays, and borders of any kind. Please do submit beautiful portrait work.

Your photo will be credited with your name in the exhibit. Whenever possible the Indiana Heart Gallery will photo credit your image when used for press or other collateral material. Please do not include a watermark with your studio information on the image. We will add this information for you.

Instructions for Digital Images

Images for the Heart Gallery will be printed for 18X23 format. We need maximum resolution from RAW files, at least 4MB or 4,000KB.

Acceptable Color Settings: all files should be in RGB or sRGB.

Additional notes: Do not watermark your files with studio or photographer name. We will add this credit to your image later.

Selecting and Submitting Images

Please select **four** of your favorite images and submit by email to your assigned Heart Gallery Coordinator. The coordinator will view the photos and advise you of the two images to be used in the Heart Gallery. Once this selection is made, please submit fully retouched, full frame RAW files of the two photos by email to your Heart Gallery Coordinator.